

**Lafayette County Human Services
Board Meeting Minutes
Monday, August 13, 2012**

Lafayette County Human Services provides an array of cost effective, quality services, and community-based support for individuals and families to improve their quality of life.

Board members present: Brandee Blaine, Sherry Crist, David Hammer, Gerald Heimann, Connie Hull, Richard Roelli, Leon Wolfe

LCHS staff present: Janet George, Kristine Brunkow, Shane Schuhmacher

Others present: Duane M. Jorgenson, Corporation Counsel

I. CALL TO ORDER

- A. The meeting was called to order by David Hammer at 6:15 p.m. The meeting was properly posted at the Courthouse, City Library, Lafayette County Human Services and e-mailed to The Republican Journal.
- B. David Hammer scratched VIII(a) on the agenda. Motion by Leon Wolfe, second by Sherry Crist to approve the agenda as posted with agenda item VIII(a) scratched; carried.
- C. Motion by Connie Hull, second by Gerald Heimann to approve the minutes of the July 16, 2012 meeting as printed; carried.

II. PUBLIC COMMENTS

- A. No public comments were submitted.

III. FISCAL REPORT

- A. Janet George reported one unusual payment this month; Lyght House is for two months' CBRF costs. Although it isn't listed as a paid invoice but is reflected in the statement of Revenues and Expenditures; the DHS Institutional costs were \$81,547 for the month of June. That amount will be taken out of the state payment in September or October.
- B. Through July 31, Lafayette County Human Services is \$160,739 under budget for revenues, although only \$32,937 under the budgeted amount for program revenues for DHS and DCF. At this time; Ms. George is projecting that LCHS will be roughly \$10,000 under budget for operations for 2012. As stated before, this number could easily change if there are many high-costs ED's or other adult placements.
- C. Through July 31, the Institutional Account is \$20,357 under budget. The projection is that the Institutional Account will end the year approximately \$54,800 under budget. Again, Ms. George stated if another child(ren) are placed in a residential facility, this could easily change.
- D. Ms. George reported Aging did not have any unusual payments this month.

Through July 31, Aging is well under budget. Ms. George is projecting Aging to be roughly \$30,000 under budget. One of the reasons that Aging is under budget is that there have been few repairs to the buses in 2012. The other main reason is because the Home Chore staff member's wages and fringes are being subsidized by Lafayette County Human Services for the amount of time she is spending performing representative payee services. It is estimated that this is saving Aging over \$12,000, but costing Lafayette County Human Services \$18,550.

IV. APPROVAL OF EXPENDITURES

- A. Motion by Brandee Blaine, second by Connie Hull, to approve the LCHS vouchers as scheduled; carried.
- B. Motion by Gerald Heimann, second by Leon Wolfe, to approve the Aging Unit vouchers as scheduled; carried.

V. DISCUSSION AND POSSIBLE ACTION REGARDING 2013 HUMAN SERVICES & AGING BUDGET

- A. Ms. George stated there is a 1% (\$17,470) increase to the levy request for the Human Services' 2013 budget. These figures include the savings for retirement, the proposed 1% salary/wage increases, budget decreases where deemed appropriate, and increases where deemed appropriate. Increases include employee mileage reimbursement at the federal rate, which has been discussed at the committee meetings; and psychiatric fees. The budget also reflects a \$55,000 decrease in budgeted 3rd party revenues; the majority of which are coming from the outpatient clinic.

There was discussion regarding the Human Services' "reserve funds" from previous years. Mr. Schuhmacher stated it appears these "reserve funds" have been placed in a contingency general fund for the County to use. Mr. Schuhmacher wanted to go on record stating his concerns if these funds will be available to Human Services in the event Human Services needs to utilize these funds in the future.

Motion by Brandee Blaine; second by Leon Wolfe to approve the proposed 2013 Human Services' Budget as presented and forward to the Finance Dept.; carried.

- B. Ms. George stated the Aging budget has a .9% increase in levy from 2012 to 2013. While most line items indicate the same as 2012 budget or a slight reduction; there was an increase of \$5000 to personal care services; the increase is from the Health and SHC unit. Fees/donations for driver escort were decreased by \$2700.

Ms. George asked about incorporating the Aging Budget into the Human Services' Budget so there would be only one budget to prepare each year instead of two. After discussion, it was determined Leon Wolfe will present this option to the COA Advisory Committee when they meet on August 15th. Mr. Schuhmacher will also speak with Bob Kellerman, GWAAR, to inquire if Aging funding would be impacted if the two budgets would be combined. More on this topic at a future meeting.

Motion by Brandee Blaine; second by Sherry Crist to approve the proposed 2013 Aging Budget as presented and forward to the Finance Committee contingent upon the approval of the Commission on Aging Advisory Committee which meets on August 15th; carried.

VI. DISCUSSION AND POSSIBLE ACTION REGARDING COUNTY FLEET CARS

- A. Mr. Schuhmacher presented with a printout of the agency county cars mileage from January through July 2012. The total expenses for vehicle mileage for this time period was \$14,935.55. Mr. Schuhmacher was directed to send a copy of this report to Jack Sauer and Ted Wiegel.

VII. DISCUSSION AND POSSIBLE ACTION REGARDING MARSH COUNTY HEALTH ALLIANCE

- A. Mr. Schuhmacher stated he is looking into the possibility of becoming a part of this alliance. By joining the alliance, LCHS would have the availability of placements for those individuals placed under a guardianship/protective placement if their current facility was to close or the facility wanted the individual placed elsewhere. After discussion, it was determined that Mr. Schuhmacher will gather more information and bring it back to the board in the future.

VIII. POLICY AND PROCEDURES

- A. Discussion and possible action regarding Fee Charging Policy and Procedure-Motion by Gerald Heimann, second by Leon Wolfe to approve the Fee Charging Policy and Procedure; carried.

IX. DISCUSSION AND POSSIBLE ACTION REGARDING NON-MANDATED PROGRAMS

- A. Mr. Schuhmacher stated Wisconsin Statutes require LCHS to be responsible for the provision of mandated services, but there is no directive about how LCHS shall provide services. The Human Services Board shall determine whether state mandated services are provided or purchased or contracted and monitor the performance of such contracts. Mr. Schuhmacher stated it is difficult to define what a non-mandated service is if the service is being provided to achieve or satisfy a mandated service. And, systemically, each service leads to certain consequences to other areas of Human Services' responsibility.

X. DIRECTOR'S COMMENTS

- A. Employee Comp and Overtime Report- The total hours for comp time for the period of July 9, 2012 to August 5, 2012 for LCHS was 35.51 hours and the total overtime hours was 3.0 hours.
- B. Program Updates-Mr. Schuhmacher reported the Family Services Unit received a donation from the Veteran's Dept. to purchase school supplies. Thus far, 32 children have received new school supplies.

IX. ADJOURN

- A. The next meeting was set for **Monday, September 10, 2012** at 6:15 p.m. The Audit Committee will meet at 6:00 p.m.

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B. The meeting was adjourned by Chair David Hammer at 8:10 p.m.

Reviewed by Shane Schuhmacher 9-10-12
Shane Schuhmacher, Director Date

Brandee Blaine
David Hammer
David Hammer

Connie Hull
Connie Hull

Jack Sauer

Sherry Crist
Sherry Crist

Gerald Heimann
Gerald Heimann

Richard Roelli
Richard Roelli

Leon Wolfe
Leon Wolfe